Arrangements for:

Higher National Certificate in Hospitality

Higher National Certificate in Professional Cookery

Higher National Diploma in Hospitality Management

Higher National Diploma in Professional Cookery

Group Award Codes:

GF4P 15, G7N4 15, GF4R 16, GF4T 16

Validation date: November 2004
Revised June 2012

Version: 20 (May 2019)

Acknowledgement

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

♦ No new centres may be approved to offer the Unit which has been revised.
♦ Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version number	Description	Date
20	**Addition of Unit:** H1F0 34 Creating a Culture of Customer Care and DK0E 34 Applying Marketing Principles in Travel and Tourism has been added to the optional section of the HND Professional Cookery award only	21/05/19
19	**Addition of Unit:** DL4M 34 – **Managing Hospitality Organisations 2** added to the optional section of the HND Professional Cookery award only.	13/07/18
18	**Revision of Units:** FK8L 35 Marketing Research Applications (finish date: 31/07/2021) has been replaced by HW06 35 Marketing Research Applications (start date: 01/08/2017) for Diploma Hospitality Management only **Revision of Unit**: DV8N 35 Marketing Planning Process (finish date 31/07/2021) has been replaced by HX13 35 Marketing Analysis and Planning **(**start date 01/08/2017**)** for Diploma Hospitality Management only	19/10/17
17	Unit HT8G 34 Sous Vide Cooking added to HNC and HND frameworks as an optional unit.	17/08/17
16	Revision of Unit: DV0M 34 Work Experience has been replaced by HJ4W 34 Work Placement and will finish 31/07/2019 for HNC and HND Hospitality and HND Professional Cookery	28/03/17
15	**Revision of Unit:** FK8M 34 Marketing Research Theory has been replaced by HH9T 34 for the HND Hospitality Management and will finish 31/07/2020.	09/02/17
14	**Additional Units:** FK8M 34 Marketing Research Theory and FK8L 35 Marketing Research Applications have been added to the HND Hospitality Framework as alternatives for the Unit A610 34 Marketing Research	18/08/16
13	**Revision of Unit:** DE2E 34 'Preparing and Presenting a Business Plan' has been revised by H7V5 34 'Preparing a Formal Business Plan' and will finish on 31/07/2016. F365 34 Conferences: An Introduction has been revised by H942 34 and will finish on 31/07/2017	29/05/15
12	Revised Units: F35Y 35 Managing an Event has been revised by H91M 35. F35W 34 Events Industry: An Introduction has been revised by H91K 34. Old units will finish on 31/07/2017. DE1K 33 Workplace Communication in English has been revised by H8T2 33 and finishes on 31/07/2016.	21/05/15
11	*Work Experience* (DV0M 34) added as an optional Unit to	April 2014

Version number	Description	Date
	HNC in Hospitality.	
10	A6HG 35 Managing a Small Business revised to H544 34 Managing Information Systems to Develop a Small Business — The old Unit will finish on 31/07/15.	November 2013
09	Revision of Management of Human Resources in Hospitality 1 (F1F7 34) (lapse date 31/07/2012,finish date 31/07/2014)	January 2013
08	HNC Hospitality and HND Hospitality Management and HND Professional Cookery frameworks revised as result of incremental change. Revised structures detailed within the body of this document. Please refer to page **3** for summary of changes.	September 2012
07	Group Award frameworks updated by removing Units in their lapsing period: Workplace Experience (A6T1 34) and Economic Issues: An Introduction (DE3A 34). Economic Issues: An Introduction (F7J8 34) has been added to the HND frameworks. Appendix 1 updated.	September 2010
06	Section 2.4 – Other Related Qualifications - updated Section 3 – Aims of Qualification - updated	July 2009
06	Language Units with lapse date of 31 July removed from frameworks and current Units added.	December 2008
	Events Industry: An Introduction – F35W 34 added to the optional sections of the frameworks for HNC Hospitality and HND Hospitality Management. Managing an Event – D4WG 35 and Conference and Exhibition Management – D4VX 34 removed from the frameworks for HNC Hospitality and HND Hospitality Management as they are now in a lapse phase.	
	Scottish Licensing Law – F1B6 34 added to the optional sections for the frameworks for HNC and HND Professional Cookery and Hospitality/Hospitality Management.	

Version number	Description	Date
06 (cont)	Introduction to Self Employment and Small Business – A6HD 34 removed from frameworks as now in a lapse phase	December 2008 (cont)
	Human Resource Management for the Hospitality Industry 1 – A78C 34 removed from frameworks as now in a lapse phase	
	Planning, Developing and Marketing the Menu – A77T 33 removed from frameworks as now in a lapse phase	
	Chocolate and Chocolate Products A77E 35, Pastillage and Marzipan – A77F 35, Pulled and Blown Sugar Work – A77G 35, all removed from HND Professional Cookery framework as now in a lapse phase	
05	Credit transfer section updated and Appendix 1 added to the Arrangements Document. Appendix 1 can be downloaded separately from the Arrangements Document.	August 2007
04	New Hospitality Skills for Work course added to progression info. HND Hospitality: Management of Human Resource 1 & 2 added to framework HND Prof Cook: Hosp Industry, Food and Beverage Service added to optional section HND frameworks: Language Units updated Management of Food and Beverage Operations — Core Skill Problem Solving at Higher	June 2007
03	Work Experience DV0M 34 added to the limited option grouping for both HND frameworks. The Unit replaces A6T1 34 which has been given a finish date of July 2012.	June 2006
	Core Skills: Automatic certification of the Problem Solving Core Skill at SCQF level 5 will be given on successful completion of either HNC Graded Units. Problem Solving at SCQF level 6 will be given on successful completion on either HND Graded Units.	
	The following Units have been added to the optional section of the HND Hospitality framework: Marketing Planning Process, DV8N 35 Marketing Planning in Travel and Tourism, DK04 35	
	HND Hospitality Management framework has been amended to reflect the opportunity for a candidate to use the HNC Professional Cookery Graded Unit to count towards achieving the HND. Please see the guidance note in Section 5.4.	
02	Accommodation Servicing added to HNC Hospitality framework. Optional section — Front Office route only.	November 2005
	PDP, WRE and WCE paper added (5.1.5) and frameworks amended.	

Unit specification changes

Version number	Description	Date
01/02	Unit Specifications for Hospitality Industry, Hospitality Supervision, Management of Human Resources in Hospitality 1 and 2, Accommodation Management and Management of Food and Beverage Operations revised as result of incremental change. Please refer to page **8** for summary of changes.	July 2012
02	Hospitality: Financial & Control Systems — DL3T 34 — Assessment of manual costings removed. Manual costing added to content and context.	January 2009
	Hospitality: Financial Accounting — DL3R 34 Day books removed.	
	Managing Financial Resources in Hospitality — DL3A 35 — Labour and overhead variances removed.	
	Accommodation Management — DL3C 35 Knowledge and skills reordered and minor changes to reflect revised assessment exemplar.	
02	Accommodation Servicing — DL3D 34 Minor changes to reflect revised assessment exemplar. Additional guidance on content and context.	December 2008
02	Alcoholic Beverages — DL3E 34 Minor changes to reflect revised assessment exemplar.	March 2008
02	Prof Cook GU1 — DL3J 34 Additional scenario added Hosp GU1 — DL4H 34 Marking scheme updated Hosp GU1 — DL4H 34 Marking scheme updated	June 2007
02	Food Preparation for the Licensed Trade — DL3J 34 Minor amends made to the knowledge and skills for clarification	June 2006
03	Hospitality Management Accounting — DL3W 35 Minor amends made to the wording in the knowledge and skills for clarification	June 2006
02	Food Production Processes — DL3K 34 Outcomes reordered.	November 2005
	Gastronomy — DL3M 35 Outcome 2, Evidence Requirements altered	
	Front Office Procedures 1 — DL3N 34 Outcome 4, minor wording change	
	Food and Beverage Service — DL3G 34 Candidate Guidance, minor wording change	

Contents

1   Introduction

This is the Arrangements Document for the HNC/HND Group Awards in Hospitality and Professional Cookery. These Group Awards replace the previous HNC/HND Hospitality and HNC/HND Professional Cookery which were implemented in August 2005. The revisions to the awards are the cumulative result of incremental change since that time. The revisions to the frameworks have resulted in the allocation of new Group Award codes for HNC Hospitality (GF4P 15), HND Hospitality Management (GF4R 16) and HND Professional Cookery (GF4T 16). These are effective from August 2012. Please note that the Group Award code for HNC Professional Cookery remains G7N4 15

The HN Group Awards in Hospitality and Professional Cookery are designed to equip candidates with the knowledge, understanding and skills required for success in current and future employment or progression to further academic and/or professional qualifications.

This document is designed to assist centre staff who will be delivering the revised Group Awards and outlines the background details to the development, the general and specific aims of the qualifications, changes in the structure and content, recommended delivery and assessment guidance, it also details the structure of the qualifications.

2   Rationale for the revision of the Group Awards

2.1   Background

The original unitised HNC in Hospitality Operations and HND in Hospitality Management were introduced in 1989. In response to a proliferation of multiple and similar centre devised awards the original qualifications were further developed into a suite of seven HNC/HNDs which were validated in 1996. These reflected different areas of the industry for example front office operation, licensed house and professional cookery.

The framework of awards also reflected the occupational mapping compiled by the then Lead Body/National Training Organisation (NTO).

When the revised qualifications were introduced in 1996 the future demand for HN specialist awards was still speculative. Unfortunately market demand for the specialist HNC/HNDs proved disappointing and did not operate at a sustainable level.

When reviewing the seven HNC/HNDs the fact that the projected figures for some awards had not been realised was taken into account. In addition, the changes within the industry, including the growth of the industry and employee trends, were considered.

In 2005, after extensive consultation, four HNC/HNDs replaced the suite of seven HNC/HNDs to provide a framework of flexible qualifications that reflected changes in the industry and equipped candidates with the skills and knowledge needed to be effective in a fast moving environment.

These qualifications took account of:

♦ the need for general qualifications with specialist provision accommodated for within a flexible structure.
♦ Units which allow for progression to meet the design rules and SCQF requirements.
♦ changes in award provision in other areas, NQ and SVQ.

Specialist streaming within the four revised qualifications was made possible via the inclusion of a wide range of specialist Units. This enabled candidates to study a particular vocational area, for example patisserie, front office, licensed house operations, or professional cookery, while still obtaining the key competences required for entry into operational, supervisory and management positions in a wide range of establishments.

2.2 Market research, consultation and development processes

The Hospitality, Tourism and Leisure industry contributes around £4.2 billion to the Scottish economy and employs a workforce of around 217,000 people in Scotland. Comprehensive labour market intelligence has, and continues to be drawn together through the Sector Skills Council, People 1st.

The State of the Nation Report 2011 published by People 1st highlights the size, scope and importance of the sector but also some of the problems, for example:

♦ 43% of hard-to-fill vacancies in Scotland are due to skills shortages.
♦ There has been a steady reduction in the number of full-time employees. Currently only 51% of the workforce work full-time.

Current labour market information and trends can be found at:

www.people1st.co.uk

www.futureskillsscotland.org.uk

The original qualifications were developed as a result of comprehensive consultation with employers, colleges and universities at the time.

In reviewing these awards in 2005 consultations were undertaken at key stages in the development schedule. A steering group helped guide the overall development process and in addition a review group consisting of members of all centres offering the awards gave feedback on the development process at key stages.

Consultation details for the major review of the HN Hospitality and Professional Cookery awards in 2005 are summarised in the following table.

Stakeholder	Method of Consultation
Delivering Centres	♦ Initial seminar with representatives from all delivering centres covering the different vocational areas ie professional cookery, food and beverage service, accommodation and front office. (Questionnaire sent to all centres for circulation to staff who could not attend). ♦ Input on HN Review into an SFEU Subject Network group and a Heads of Hospitality meeting. ♦ Two Postal questionnaires to all delivering centres. (The first questionnaire focussed on the structure and content of awards the second questionnaire focussed on optional Units/candidate destinations/completion statistics ♦ Two National review meetings for all delivering centres. (The first meeting focussed on the proposed content and structure of awards, the second meeting focused on the review of Units.) ♦ Information Updates posted on SQA Website — HN Hospitality page.
Employers	♦ Questionnaire sent to employers (information gathered on award content and structure) ♦ Information on current working practices gathered from the occupational standards review — carried out by People 1st.
Higher Education	♦ Focus group meeting ♦ Questionnaire distributed

2.3 Maintenance and Incremental Review

Since 2005 there has been annual evaluation activity via network events, electronic surveys and ongoing liaison with the SSC. This process was overseen by a Qualification Support Team with members drawn from a cross section of delivering centres and input from the SSC as appropriate. With the benefit of implementation experience an assessment audit was also completed to confirm the manageability of the overall assessment load. Minor modifications primarily to individual Units were made on an annual basis. Both the SSC and Scottish Tourism Alliance (formerly the Scottish Tourism Forum) have consistently identified customer service, management and leadership and a lack of skilled chefs as key issues for the sector.

2.4 Summary of changes

In 2011 a qualifications design team was formed to oversee the completion of work identified as necessary from the aforementioned incremental review processes. These are summarised below:

Structure

♦ Removal of restricted optional routes in HNC Hospitality framework to provide more flexibility.
♦ Moving of the Unit *Hospitality Financial Accounting* from the mandatory section to the optional section in the HNDs for Hospitality Management and Professional Cookery.

Refreshed Unit content

A number of individual Units were updated to reflect current best practice and to strengthen inclusion of management, customer service and sustainable practice where appropriate.

♦ *Accommodation Management* Unit revised, updated and new code allocated.
  — Outcome 1 now covers management functions, including planning, maintenance and control procedures, linen and laundry management, in-house provision, outsourcing and tendering
  — Outcome 2 now covers sustainability, including establishment, introduction and monitoring or practices
  — Outcome 3 now covers the development and control of quality standards, including benchmarking, brand standards and internal and external quality systems
♦ *Hospitality Industry* Unit revised, updated and new code allocated.
  — Outcome 1 now covers the features of the hospitality industry, including types of businesses and range of job roles, current trend, the importance of the industry to local, national and global economies and sustainable practices
  — Outcome 2 now covers marketing, including definition of marketing, market research and information, segmentation and target markets
  — Outcome 3 now covers marketing processes used in hospitality, including management and control of marketing activities, the marketing mix and forecasting demand
♦ *Hospitality Supervision* Unit revised, updated and new code allocated.
  — Knowledge and Skills and Evidence Requirements for Outcome 1 re-ordered to better reflect the range of skills required for a supervisory role
  — Minor revision to Evidence Requirements for Outcome 2 to include identification of the training needs of an individual
♦ *Management of Food and Beverage Operations* Unit revised, updated and new code allocated.
  — Knowledge and Skills for Outcome 1 expanded
  — Outcome 2 changed to 'Manage' the implementation of the operational plan. Knowledge and Skills revised.
  — Outcome 3 changed to 'Critically evaluate the effectiveness of the operational plan. Knowledge and Skills revised.
  — Evidence Requirements for the Unit revised to provide clarification and support the level of the Unit.
♦ *Minor refresh of Management of Human Resources in Hospitality 1* Unit and new code allocated.
  — Outcome 1 changed from 'Apply human resource planning in the hospitality industry' to 'Investigate'. Calculation of simple human resource plans removed from Knowledge and Skills and Evidence Requirements. Knowledge and Skills and Evidence Requirements revised to reflect new Outcome title.
  — Outcome 2 changed to 'Prepare an induction programme'. Knowledge and Skills and Evidence Requirements revised to reflect new Outcome title.
  — Outcome 3 changed to 'Describe how human resource planning is managed in the hospitality industry'. Knowledge and Skills and Evidence Requirements revised to reflect new Outcome title.

- ♦ Minor refresh of *Management of Human Resources in Hospitality 2,* code not changed.
    - — 'Job evaluation and its purpose' removed from Knowledge and Skills and Evidence Requirements for Outcome 3. Reference to equal pay and minimum wage amended to reflect current terminology
- ♦ Graded Units revised and updated to ensure consistency in the Recommended Knowledge and Skills section and to reflect removal of restricted options on the HNC Hospitality framework. Codes not changed
- ♦ Inclusion of a wider range of ICT Units to reflect increasing importance of digital culture to the sector

2.5 Other related qualifications

The current SQA catalogue includes the following:

National Qualifications (NQ)
Courses from Access 3 to Higher (SCQF levels 3, 4, 5 and 6 respectively); covering Practical and Professional Cookery, Creative Cake Production and General Operations. These contain both exam based and project based courses.

Skills for Work (SfW)
SfW courses are available at SCQF levels 4 and 5. These courses provide a broad, experiential introduction to hospitality professions. The focus is on experiencing the professional kitchen and restaurant; learning about the different roles and responsibilities in hospitality professions and beginning to develop vocational skills and knowledge. The courses are introductory competence based awards and are mainly offered to school candidates in partnership with colleges.

National Certificates (NC)
There are NCs available in Professional Cookery at SCQF levels 5 and 6, Hospitality at SCQF levels 4 and 5 and Bakery at SCQF level 5.

National Progression Award (NPA)
There is an NPA available in Bakery at SCQF level 4.

Professional Development Award (PDA)
A PDA in Accommodation Management at SCQF level 8 is available for those with responsibility for managing commercial accommodation provision who wish to develop their knowledge.

Scottish Vocational Qualifications (SVQ)
Revised National Occupational Standards were implemented between October 2009 and August 2010. The framework includes a variety of SVQs available from Level 1 to Level 3 (SCQF levels 4 to 7). The awards cover the following areas: Professional Cookery, Food and Drink Service, Food Production and Cooking, Kitchen Services, Housekeeping, Front Office, Hospitality Supervision and Hospitality Services (ie Multi-skilled).

Licensed Trade Qualifications
The Scottish Certificate for Personal Licence Holders at SCQF level 6 and the Scottish Certificate for the Responsible Sale/Service of Alcohol at SCQF level 5 qualifications support the mandatory qualification and training requirements arising from the Licensing (Scotland) Act 2005.

2.6 Progression

The table on the following page details examples of SQA qualifications in the hospitality sector and shows possible progression.

2.6.1 Degrees

The HN Group Awards provide candidates with the relevant mix of competencies to enable immediate entry to employment whilst at the same time allowing them an articulation route to degree level study. A large number of related degree programmes are offered at a range of institutions throughout Scotland. The HNC/HNDs provide entry variously into 2nd and 3rd year of degree programmes.

2.6.2 Professional Recognition

The HN awards in Hospitality and Professional Cookery have been developed to allow candidates to gain the maximum benefit from their programme of study. Consequently, value has been added to the qualifications by working in partnership with the professional body for food hygiene to get recognition for the achievement of the Royal Environmental Health Institute of Scotland (REHIS) Food Hygiene Intermediate course within the Food Hygiene Unit. The incorporation of food hygiene at this level was a recommendation made by employers during the initial consultation phase.

2.6.3 Target groups

The hospitality and professional cookery programmes are suitable for a wide range of candidates including:

♦ school leavers
♦ adult returners to education
♦ candidates in employment who wish to enhance their career prospects
♦ candidates who wish to start their own business and require a broad grounding in business

	Pre-employment	Pre-employment and development	Workforce Development		
SCQF	SQA National Courses and Group Awards	Higher Education	Safe and Legal	Occupational/CPD	SCQF
8		**HND** ♦ Hospitality Management ♦ Professional Cookery ♦ Events Management		*PDA* in Accommodation Management	8
7		**HNC** ♦ Hospitality ♦ Professional Cookery ♦ Events	**HN Food Hygiene** ♦ Food Hygiene Intermediate	**SVQ Level 3** ♦ Hospitality Supervision and Leadership	7
6	**Higher** ♦ Professional Cookery **National Certificate** ♦ Professional Cookery		**Licensing Qualifications** ♦ Scottish Certificate for Personal Licence Holders **Higher** ♦ Food Hygiene for the Hospitality Industry	♦ Professional Cookery	6
5	**Intermediate 2** ♦ Creative Cake Production ♦ Hospitality: General Operations ♦ Hospitality: Practical Cookery ♦ Hospitality: Professional Cookery ♦ Hospitality Skills for Work **National Certificate** ♦ Hospitality ♦ Professional Cookery ♦ Bakery		**Licensing Qualifications** ♦ Scottish Certificate for the Responsible Service of Alcohol ♦ Scottish Certificate for the Responsible Sale of Alcohol **Intermediate 2** ♦ Food Hygiene for the Hospitality Industry	**SVQ Level 2** ♦ Professional Cookery ♦ Food and Beverage Service ♦ Front of House Reception ♦ Housekeeping ♦ Food Production and Cooking ♦ Hospitality Services ♦ Kitchen Services	5
4	**Intermediate 1** ♦ Hospitality Practical Cookery ♦ Hospitality Skills for Work **National Certificate** ♦ Hospitality **National Progression Award** ♦ Bakery		**Intermediate 1** ♦ Food Hygiene for the Hospitality Industry	**SVQ Level 1** ♦ Accommodation Services ♦ Food Prep and Cooking ♦ Food and Beverage Service ♦ Hospitality Services	4
3	**Access 3** ♦ Hospitality Practical Cookery		**Access 3** ♦ Food Hygiene for the Hospitality Industry		3

3 Aims of the Group Awards

3.1 General aims of the Group Awards

All HNCs and HNDs have a range of broad aims that are generally applicable, eg:

1 Developing planning and analysis skills.
2 Developing problem solving skills.
3 Developing the ability to be flexible and to work co-operatively with others.
4 Developing study and research skills.
5 Developing critical and evaluative thinking.
6 Enabling progression within the SCQF.
7 Developing employment skills and enhancing candidates' employment prospects.
8 Providing opportunities for career planning and enhancing candidates' employment prospects.

3.2 Specific aims of the Group Awards

The HNC Hospitality and HND Hospitality Management are closely linked. This makes it inevitable that they should have similar objectives.

The qualifications should enable candidates to:

9 Be prepared for employment within the hospitality industry in a team leading/supervisory level post.
10 Gain leadership skills and a customer focused attitude through an understanding of the roles of a team leader/supervisor.
11 Gain an understanding of the structure and organisation of the industry and the influence of the industry on the economy.
12 Develop knowledge and skills in the main operational areas, such as, food and beverage service styles and techniques, food hygiene and control systems.
13 Apply and integrate knowledge and skills across hospitality operational areas.
14 Undertake options to permit an element of vocational specialism, for example in the areas of food production and service, accommodation services, front office, alcoholic beverages.
15 Be prepared for progression to further studies in hospitality or related disciplines.

The HND Hospitality Management can be distinguished from the HNC in terms of:

16 The wider range of competences and expanded knowledge which a candidate can achieve, eg the management of accommodation, accounting, human resource management, management of hospitality organisations and the opportunity to plan and manage a food and beverage operation.
17 Apply and integrate knowledge and skills across hospitality management areas.
18 The likely entry point to an organisation.
19 The speed of progression within an organisation.
20 The level of entry to further academic qualifications.
21 Significant optional Units to allow development in other areas relevant to future (or current) employment or progression within higher education.

3.3 Specific aims — HNC Professional Cookery/HND Professional Cookery

The HNC Professional Cookery and HND Professional Cookery are closely linked. This makes it inevitable that they should have similar objectives.

The qualifications should enable the candidates to:

22 Gain the skills and knowledge required to source quality commodities and resources.
23 Apply and integrate knowledge and skills across culinary operational areas.
24 Develop associated knowledge and skills, such as specialist culinary skills, food hygiene and control systems.
25 Undertake options to permit an element of vocational specialism, in particular in the areas of production cookery or patisserie.
26 Gain leadership skills and a customer focused attitude through an understanding of the role of a team leader/supervisor.
27 Be prepared for progression to further studies in hospitality or related disciplines.

The HND Professional Cookery can be distinguished from the HNC in terms of:

28 The wider range of competences and expanded knowledge which can be achieved, eg further development of specialist culinary skills, accounting, human resource management, management concepts, menu compilation and design, and the opportunity to plan and manage a food and beverage operation.
29 Application and integration of knowledge and skills across specialist culinary areas.
30 The likely entry point to an organisation.
31 The speed of progression within an organisation.
32 The level of entry to further academic qualifications.
33 Significant optional Units to allow development in other areas relevant to future (or current) employment or progression within higher education.

3.4 General and specific aims, linked to individual Units

The following table identifies how these aims are met by individual Units:

Unit	Aims
Hospitality Industry	4, 9, 11
Hospitality Supervision	1, 3, 9, 10, 23
Hospitality: Financial and Control Systems	12, 21
Food Hygiene	12, 21
Food and Beverage Service	10, 12
Food Production Processes	3, 11, 13
Accommodation Servicing	11, 13
Hospitality Front Office Procedures 1	13
Hospitality Front Office Procedures 2	13
Licensed Premises Operations	11, 13
Alcoholic Beverages	13
Food Preparation: Licensed House	13
Food Classification and Purchase	4, 20
Production Cookery: Hot Kitchen	21, 22
Production Cookery: Cold Kitchen	21, 22
Production Cookery: Sweets and Desserts	21, 22
Patisserie	21, 22
Specialised Patisserie	21,22
Specialised Patisserie: Advanced	21,22, 29
Fermented Patisserie Products	21,22
Pastry	21, 22
Integrated Production Cookery	3, 21
Human Resource Management	15
Management of Food and Beverage Operations	1, 3, 9, 15, 25, 23
Managing Hospitality Organisations 1	4, 25, 15
Managing Hospitality Organisations 2	4, 15, 25
Hospitality Financial Accounting	15, 25
Hospitality Management Accounting	2, 15
Managing Financial Resources in Hospitality	2, 15
Accommodation Management	15
Employment or Workplace Experience	7, 8, 9, 14, 24
Kitchen Planning and Design	25
Gastronomy	25
Graded Unit: Hospitality Graded Unit 1	2, 4, 5, 6
Graded Unit: Hospitality Graded Unit 2	2, 4, 5, 6, 14,16, 17, 18, 24, 26, 27
Graded Unit: Professional Cookery Graded Unit 1	2, 4, 5, 6
Graded Unit: Professional Cookery Graded Unit 2	2, 4, 5, 6,14, 16, 17, 18, 24, 26, 27

4   Access to Group Awards

As with all SQA qualifications, access to the awards will be at the discretion of the centre. The following recommendations are for guidance only. Examples of appropriate formal entry qualifications are specified below. They are not exhaustive or mutually exclusive and may be considered in a variety of combinations.

♦   National Certificates in Hospitality/Professional Cookery at SCQF levels 5 or 6
♦   Appropriate groupings of National Units
♦   Any other relevant National Certificates at SCQF levels 5 or 6
♦   Any 2 National Qualifications at Higher together with three Standard Grade passes at 3 or above.
♦   An SVQ at Level 2 or 3 in a relevant area
♦   Different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable
♦   Relevant work experience
♦   For candidates where English is not their first language it is recommended that they possess English for Speakers of other Languages (ESOL) SCQF level 5 or a score of 5.5 in IELTS.

5 Group Awards structure

5.1 Structure of the HNC in Hospitality

Candidates will be awarded an HNC in Hospitality on successful completion of all of the Units in the mandatory section, and an appropriate combination of Units from the options section, up to a total of 96 SCQF credit points (12 HN credits).

The HN Design Principles require an HNC Group Award to incorporate at least 48 SCQF credit points at SCQF level 7. This requirement is met through the mandatory section.

The HNC Hospitality mandatory section comprises 64 SCQF credit points (8 HN credits) at SCQF level 7. The optional Units section comprises a minimum of 32 SCQF points (4 HN credits).

The following illustrates the composition of the Framework detailing the SCQF level, rating and HN credit value of each Unit.

5.2 HNC Hospitality Framework

Mandatory Units: 64 SCQF credit points (8 HN credits) required

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Hospitality Industry	H1L7 34	8	7	1
Hospitality Supervision	H198 34	16	7	2
Hospitality: Financial and Control Systems	DL3T 34	8	7	1
Food Hygiene Intermediate	F4TL 34	8	7	1
Food and Beverage Service	DL3G 34	16	7	2
Hospitality: Graded Unit 1	DL4H 34	8	7	1

Optional Units: 32 SCQF credit points (4 HN credits) required

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Food Production Processes	DL3K 34	16	7	2
Accommodation Servicing	DL3D 34	8	7	1
Hospitality Front Office Procedures 1	DL3N 34	8	7	1
Hospitality Front Office Procedures 2	DL3P 34	8	7	1
Licensed Premises Operations	DL41 34	16	7	2
Alcoholic Beverages	DL3E 34	8	7	1
Food Preparation for the Licensed Trade	DL3J 34	8	7	1
Hospitality Financial Accounting	DL3R 34	8	7	1
Managing Hospitality Organisations 1	DL4L 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Applying Marketing Principles in Travel and Tourism	DK0E 34	8	7	1
Creating a Culture of Customer Care	H1F0 34	8	7	1
Events Industry: An Introduction	H91K 34*	16	7	2
Conferences: An Introduction	F365 34	8	7	1
Managing an Event	H91M 35*	16	8	2
Scottish Licensing Law	F1B6 34	8	7	1
Information Technology: Applications Software 1	D75X 34	8	7	1
Using Software Applications Packages	D85F 34	8	7	1
e-marketing	DV6H 34	8	7	1
Digital Culture: Online Communication	F86P 34	8	7	1
Internet: Introducing e-Commerce	DH39 34	8	7	1
e-commerce: Publishing Websites	DV6G 34	16	7	2
Work Placement	HJ4W 34*	8	7	1
Languages: Maximum 16 SCQF credit points (2 HN credits) allowed				
Workplace Communication in English	H8T2 33*	8	6	1
Communication in French: Basic Operational Reading and Writing Skills	F2F9 33	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	F20P 33	8	6	1
Communication in Gaelic: Basic Operational Reading and Writing Skills	F2FA 33	8	6	1

*Refer to History of Changes for revision changes.

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Communication in Gaelic: Basic Operational Speaking and Listening Skills	F20R 33	8	6	1
Communication in German: Basic Operational Reading and Writing Skills	F2FB 33	8	6	1
Communication in German: Basic Operational Speaking and Listening Skills	F20S 33	8	6	1
Communication in Italian: Basic Operational Reading and Writing Skills	F2FC 33	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	F20T 33	8	6	1
Communication in Spanish: Basic Operational Reading and Writing Skills	F2FE 33	8	6	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	F20W 33	8	6	1

5.3 Structure of the HND in Hospitality Management

Candidates will be awarded an HND in Hospitality Management on successful completion of all of the Units in the mandatory section, and an appropriate combination of Units from the limited option and option groupings up to a total of 240 SCQF credit points (30 HN credits).

The HN Design Principles require an HND Group Award to incorporate at least 64 SCQF credit points (8 HN credits) at SCQF level 8. This requirement is met within the mandatory section.

The HND Hospitality Management mandatory section comprises 176 SCQF credit points (22 HN credits). The limited option sections comprise a minimum of 16 SCQF points (2 HN credits). A further 24–48 SCQF points (3–6 HN credits) from the optional Unit groupings are required depending on Units selected in the limited option groupings.

The following illustrates the composition of the Framework detailing the SCQF level rating and HN credit value of each Unit.

5.4   HND Hospitality Management Framework

Mandatory Units: 176 SCQF credit points (22 HN credits) required

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Hospitality Industry	H1L7 34	8	7	1
Hospitality Supervision	H198 34	16	7	2
Hospitality: Financial and Control Systems	DL3T 34	8	7	1
Food Hygiene Intermediate	F4TL 34	8	7	1
Food and Beverage Service	DL3G 34	16	7	2
Hospitality Management Accounting	DL3W 35	8	8	1
Management of Food and Beverage Operations	H197 35	24	8	3
Accommodation Management	H1L6 35	8	8	1
Managing Hospitality Organisations 1	DL4L 34	8	7	1
Managing Hospitality Organisations 2	DL4M 34	8	7	1
Managing Financial Resources in Hospitality	DL3A 35	8	8	1
Food Production Processes	DL3K 34	16	7	2
Accommodation Servicing	DL3D 34	8	7	1
Hospitality Front Office Procedures 1	DL3N 34	8	7	1
Hospitality: Graded Unit 1	DL4H 34	8	7	1
Hospitality: Graded Unit 2	DL4K 35	16	8	2

Limited Option Groupings: 16–40 SCQF credit points (2–5 HN credits) required

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Human Resource Management: from 8–16 SCQF credit points (1–2 HN credits) required				
Human Resource Management 1	D46K 34	8	7	1
Human Resource Management Practice	A6HA 35	16	8	2
*Management of Human Resources in Hospitality 1	H1VL 34	8	7	1
Management of Human Resources in Hospitality 2	F1HF 34	8	7	1
Work/Employment Experience: from 8–24 SCQF credit points (1–3 HN credits) required				
Industrial Experience in the Hospitality Industry	A77D 33	16	6	2
Work Role Effectiveness	DG6E 34	24	7	3
Work Role Effectiveness	DG6G 35	24	8	3
Employment Experience 1	D7HJ 34	8	7	1
Workplace Placement	HJ4W 34*	8	7	1

Optional Units: from 24–48 SCQF credit points (3–6 HN credits) required

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Hospitality				
Licensed Premises Operations	DL41 34	16	7	2
Alcoholic Beverages	DL3E 34	8	7	1
Food Preparation for the Licensed Trade	DL3J 34	8	7	1
Hospitality Front Office Procedures 2	DL3P 34	8	7	1
Food Classification and Purchase	DL3H 34	8	7	1
Diet and Nutrition and Related Disorders	D4EA 34	8	7	1
Advanced Food and Beverage Service	A784 34	8	7	1
Gastronomy	DL3M 35	16	8	2
Hospitality Financial Accounting	DL3R 34	8	7	1

∗ Refer to history of changes for revision details

Optional Units: from 24–48 SCQF credit points (3–6 HN credits) required (cont)

Unit title	Code	SCQF credit points	SCQF level	HN credit value
ICT				
Information Technology: Applications Software 1	D75X 34	8	7	1
Using Software Applications Packages	D85F 34	8	7	1
e-marketing	DV6H 34	8	7	1
Digital Culture: Online Communication	F86P 34	8	7	1
Internet: Introducing e-Commerce	DH39 34	8	7	1
e-commerce: Publishing Websites	DV6G	16	7	2
Business and Enterprise				
Creating a Culture of Customer Care	H1F0 34	8	7	1
Preparing a Formal Business Plan	H7V5 34*	16	7	2
Managing Information Systems to Develop a Small Business*	H544 35*	16	8	2
Economic Issues: An Introduction	F7J8 34	8	7	1
Health and Safety Legislation: An Introduction	DF87 34	8	7	1
Scottish Licensing Law	F1B6 34	8	7	1
Marketing				
Marketing Planning Process	DV8N 35	8	8	1
Marketing Planning in Travel and Tourism	DK04 35	8	8	1
Marketing Research	A610 34	16	7	2
Marketing Research Theory	HH9T 34*	8	7	1
Marketing Research Applications	HW06 35*	8	8	2
Travel and Tourism				
Applying Marketing Principles in Travel and Tourism	DK0E 34	8	7	1
Providing Information on the Scottish Tourism Product	DK03 34	16	7	2
Role of History, Culture and Genealogy in Scottish Tourism	DJ9X 34	8	7	1
Events				
Events Industry: An Introduction	H91K 34*	16	7	2
Conferences: An Introduction	H942 34*	8	7	1
Managing an Event	H91M 35*	16	8	2
Personal Development				
Personal Development Planning	DE3R 34	8	7	1
Developing the Individual within a Team	F870 34	8	7	1
Developing the Individual within a Team	F86Y 35	8	8	1

* Refer to History of Changes for Revisions.

Optional Units: from 24–48 SCQF credit points (3–6 HN credits) required (cont)

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Languages — Maximum 24 SCQF credit points (3 HN credits) allowed				
Workplace Communication in English	H8T2 33*	8	6	1
Communication in French: Basic Operational Reading and Writing Skills	F2F9 33	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	F20P 33	8	6	1
French for Work: Basic Operational	F0HW 33	24	6	3
French for Work: Intermediate Operational	F0HX 33	24	6	3
French for Work: Advanced Operational	F0J3 34	24	7	3
Communication in Gaelic: Basic Operational Reading and Writing Skills	F2FA 33	8	6	1
Communication in Gaelic: Basic Operational Speaking and Listening Skills	F20R 33	8	6	1
Gaelic for Work: Basic Operational	F0HV 33	24	6	3
Gaelic for Work: Intermediate Operational	F0HY 33	24	6	3
Gaelic for Work: Advanced Operational	F0J4 34	24	7	3
Communication in German: Basic Operational Reading and Writing Skills	F2FB 33	8	6	1
Communication in German: Basic Operational Speaking and Listening Skills	F20S 33	8	6	1
German for Work: Basic Operational	F0HT 33	24	6	3
German for Work: Intermediate Operational	F0J0 33	24	6	3
German for Work: Advanced Operational	F0J5 34	24	7	3
Communication in Italian: Basic Operational Reading and Writing Skills	F2FC 33	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	F20T 33	8	6	1
Italian for Work: Basic Operational	F0HS 33	24	6	3

Optional Units: from 24–48 SCQF credit points (3–6 HN credits) required (cont)

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Languages (cont)				
Italian for Work: Intermediate Operational	F0J1 33	24	6	3
Italian for Work: Advanced Operational	F0J8 34	24	7	3
Communication in Spanish: Basic Operational Reading and Writing Skills	F2FE 33	8	6	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	F20W 33	8	6	1
Spanish for Work: Basic Operational	F0HR 33	24	6	3
Spanish for Work: Intermediate Operational	F0J2 33	24	6	3
Spanish for Work: Advanced Operational	F0J9 34	24	7	3

5.5 Structure of the HNC in Professional Cookery

Candidates will be awarded an HNC in Professional Cookery on successful completion of all of the Units in the mandatory section, and an appropriate combination of Units from the limited options section up to a total of 96 SCQF credit points (12 HN credits).

The HN Design Principles require an HNC Group Award to incorporate at least 48 SCQF credit points at SCQF level 7. This requirement is met through the mandatory section.

The HNC Professional Cookery mandatory section comprises 48 SCQF credit points (6 HN credits) at SCQF level 7. The limited optional Units sections comprise a minimum of 48 SCQF points (6 HN credits).

The following illustrates the composition of the Framework detailing the SCQF level, rating and HN credit value of each Unit.

5.6   HNC Professional Cookery Framework

Mandatory Units: 48 SCQF credit points (6 HN credits) required

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Hospitality: Financial and Control Systems	DL3T 34	8	7	1
Food Classification and Purchase	DL3H 34	8	7	1
Food Hygiene Intermediate	F4TL 34	8	7	1
Hospitality Supervision	H198 34	16	7	2
Professional Cookery: Graded Unit 1	DL4J 34	8	7	1

Limited Option Groups: 48 SCQF credit points (6 HN credits) required from e*ither Group 1 or Group 2*

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Group 1				
Production Cookery: Cold Kitchen	DL46 34	16	7	2
Production Cookery: Hot Kitchen	DL47 34	16	7	2
Plus 16 SCQF credit points (2 HN credits) from the following:				
Production Cookery: Sweets and Desserts	DL48 34	16	7	2
Patisserie	DL45 34	16	7	2
Scottish Licensing Law	F1B6 34	8	7	1
Sous Vide Cooking	HT8G 34*	8	7	1
Group 2				
Production Cookery: Sweets and Desserts	DL48 34	16	7	2
Specialised Patisserie	DL49 34	16	7	2
Plus 16 SCQF credit points (2 HN credits) from the following:				
Fermented Patisserie Products	DL3F 34	8	7	1
Pastry	DL44 34	8	7	1
Integrated Production Cookery	DL3Y 34	16	7	2
Scottish Licensing Law	F1B6 34	8	7	1

* Refer to history of changes for revision changes

5.7   Structure of the HND Professional Cookery

Candidates will be awarded an HND in Professional Cookery on successful completion of all of the Units in the mandatory section, and an appropriate combination of Units from the limited option and option groupings up to a total of 240 SCQF credit points (30 HN credits).

The HN Design Principles require an HND Group Award to incorporate at least 64 SCQF credit points (8 HN credits) at SCQF level 8. This requirement is met within the mandatory section.

The HND Professional Cookery mandatory section comprises 112 SCQF credit points (14 HN credits). The limited option sections comprise a minimum of 64 SCQF points (8 HN credits). A further 48–64 SCQF points (6–8 HN credits) from the optional Unit groupings are required depending on Units selected in the limited option groupings.

The following illustrates the composition of the Framework detailing the SCQF level rating and HN credit value of each Unit

5.8   HND Professional Cookery Framework

Mandatory Units: 112 SCQF credit points (14 HN credits) required

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Food Hygiene Intermediate	F4TL 34	8	7	1
Hospitality: Financial and Control Systems	DL3T 34	8	7	1
Hospitality Supervision	H198 34	16	7	2
Food Classification and Purchase	DL3H 34	8	7	1
Kitchen Planning and Design	DL40 35	8	8	1
Gastronomy	DL3M 35	16	8	2
Management of Food and Beverage Operations	H197 35	24	8	3
Professional Cookery: Graded Unit 1	DL4J 34	8	7	1
Professional Cookery: Graded Unit 2	DL4G 35	16	8	2

Limited Option Groups:

48 SCQF credit points (6 HN credits) required from e*ither Group 1 or Group 2*

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Group 1				
Production Cookery: Cold Kitchen	DL46 34	16	7	2
Production Cookery: Hot Kitchen	DL47 34	16	7	2
Plus 16 SCQF credit points (2 HN credits) from the following:				
Production Cookery: Sweets and Desserts	DL48 34	16	7	2
Patisserie	DL45 34	16	7	2
Scottish Licensing Law	F1B6 34	8	7	1
Sous Vide Cooking	HT8G 34*	8	7	1

* Refer to history of changes for revision changes

Limited Option Groups: (cont)

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Group 2				
Production Cookery: Sweets and Desserts	DL48 34	16	7	2
Specialised Patisserie	DL49 34	16	7	2
Plus 16 SCQF credit points (2 HN credits) from the following:				
Fermented Patisserie Products	DL3F 34	8	7	1
Pastry	DL44 34	8	7	1
Integrated Production Cookery	DL3Y 34	16	7	2
Scottish Licensing Law	F1B6 34	8	7	1

16–32 SCQF credit points (2–4 HN credits) required

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Human Resource Management: 8 SCQF credit points (1 HN credit) Required				
Human Resource Management 1	D46K 34	8	7	1
Management of Human Resources in Hospitality 1	H1VL 34	8	7	1
Workplace/Employment Experience: From 8–24 SCQF credit points (1-3 HN credits) required				
Industrial Experience in the Hospitality Industry	A77D 33	16	6	2
Work Role Effectiveness	DG6E 34	24	7	3
Work Role Effectiveness	DG6G 35	24	8	3
Employment Experience 1	D7HJ 34	8	7	1
Workplace Placement	HJ4W 34*	8	7	1

Optional Units: From 48–64 SCQF credit points (6–8 HN credits) required

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Professional Cookery/Hospitality				
Specialised Patisserie	DL49 34	16	7	2
Specialised Patisserie: Advanced	DL42 35	16	8	2
Production Cookery: Cold Kitchen	DL46 34	16	7	2
Production Cookery: Hot Kitchen	DL47 34	16	7	2
Production Cookery: Sweets and Desserts	DL48 34	16	7	2
Patisserie	DL45 34	16	7	2
Fermented Patisserie Products	DL3F 34	8	7	1
Pastry	DL44 34	8	7	1
Sous Vide Cooking	HT8G 35*	8	7	1
Hospitality Industry	H1L7 34	8	7	1
Integrated Production Cookery	DL3Y 34	16	7	2
Hospitality Financial Accounting	DL3R 34	8	7	1

*Refer to history of changes for revision details

Optional Units: From 48–64 SCQF credit points (6–8 HN credits) required (cont)

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Professional Cookery/Hospitality				
Managing Financial Resources in Hospitality	DL3A 35	8	8	1
Managing Hospitality Organisations 1	DL4L 34	8	7	1
Licensed Premises Operations	DL41 34	16	7	2
Alcoholic Beverages	DL3E 34	8	7	1
Accommodation Servicing	DL3D 34	8	7	1
Business and Enterprise				
Preparing and Presenting a Business Plan	H7V5 34*	16	7	2
Managing Information Systems to Develop a Small Business	H544 35*	16	8	2
Economic Issues: An Introduction	F7J8 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Health and Safety Legislation: An Introduction	DF87 34	8	7	1
Scottish Licensing Law	F1B6 34	8	7	1
Managing Hospitality Organisations 2*	DL4M 34	8	7	1
Creating a Culture of Customer Care *	H1F0 34	8	7	1
Applying Marketing Principles in Travel and Toursim	DK0E 34	8	7	1
Food Service — *Maximum 16 SCQF credit points (2 HN credits) allowed*				
Food Service for Food Production Personnel	DL3L 33	8	6	1
Food and Beverage Service	DL3G 34	16	7	2
Languages — *Maximum 34 SCQF credit points (3 HN credits) allowed*				
Workplace Communication in English	DE1K 33	8	6	1
Communication in French: Basic Operational Reading and Writing Skills	F2F9 33	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	F20P 33	8	6	1
French for Work: Basic Operational	F0HW 33	24	6	3
French for Work: Intermediate Operational	F0HX 33	24	6	3
French for Work: Advanced Operational	F0J3 34	24	7	3
Communication in Gaelic: Basic Operational Reading and Writing Skills	F2FA 33	8	6	1
Communication in Gaelic: Basic Operational Speaking and Listening Skills	F20R 33	8	6	1

Gaelic for Work: Basic Operational	F0HV 33	24	6	3
Gaelic for Work: Intermediate Operational	F0HY 33	24	6	3

*Refer to history of changes for revision details

Optional Units: From 48–64 SCQF credit points (6–8 HN credits) required (cont)

Unit title	Code	SCQF credit points	SCQF level	HN credit value
Languages (cont)				
Gaelic for Work: Advanced Operational	F0J4 34	24	7	3
Communication in German: Basic Operational Reading and Writing Skills	F2FB 33	8	6	1
Communication in German: Basic Operational Speaking and Listening Skills	F20S 33	8	6	1
German for Work: Basic Operational	F0HT 33	24	6	3
German for Work: Intermediate Operational	F0J0 33	24	6	3
German for Work: Advanced Operational	F0J5 34	24	7	3
Communication in Italian: Basic Operational Reading and Writing Skills	F2FC 33	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	F20T 33	8	6	1
Italian for Work: Basic Operational	F0HS 33	24	6	3
Italian for Work: Intermediate Operational	F0J1 33	24	6	3
Italian for Work: Advanced Operational	F0J8 34	24	7	3
Communication in Spanish: Basic Operational Reading and Writing Skills	F2FE 33	8	6	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	F20W 33	8	6	1
Spanish for Work: Basic Operational	F0HR 33	24	6	3
Spanish for Work: Intermediate Operational	F0J2 33	24	6	3
Spanish for Work: Advanced Operational	F0J9 34	24	7	3

5.9   Coverage of thematic topics in the framework

A number of key themes are covered in Units across the framework in the context of individual Units. These are highlighted in the table below.

Unit title	Customer Service	Management/ Leadership	Accounting/ Finance	Sustain-ability	QA Schemes
Hospitality Supervision	✓	✓			
Hospitality Industry	✓				✓
Food and Beverage Service	✓			✓	✓
Food Production Processes	✓			✓	
Management of Food and Beverage Operations	✓	✓		✓	
Accommodation Servicing				✓	
Accommodation Management				✓	✓
Hospitality Front Office Procedures 1	✓				
Managing Hospitality Organisations 1	✓	✓			
Managing Hospitality Organisations 2	✓	✓			
Management of Human Resources in Hospitality		✓			
Hospitality: Financial and Control System			✓		
Hospitality Management Accounting		✓	✓		
Hospitality Financial Accounting			✓		
Food Classification and Purchase				✓	
Kitchen Planning and Design				✓	
Production Cookery: Cold Kitchen				✓	
Production Cookery: Hot Kitchen				✓	
Production Cookery: Sweets and Desserts				✓	
Patisserie				✓	

5.10   Graded Units

The purpose of the Graded Units in the qualifications is to assess the candidate's ability to integrate and apply the Knowledge and/or Skills gained in the individual Units in order to demonstrate that they have achieved the principal aims of the qualifications. A Graded Unit is assessed and a grade of A, B or C awarded to candidates who successfully achieve the Unit.

For the HNC, one single credit Graded Unit at SCQF level 7 must be achieved. For the HND one double credit Graded Unit at SCQF level 8 in addition to the SCQF level 7 Graded Unit is required.

Project based Graded Units assess the application of knowledge and skills in the planning and evaluation of a given task, while an examination assesses theoretical knowledge and understanding under invigilated conditions.

Projects rather than examinations were chosen for the Graded Units for the HNCs and HNDs. It was felt that projects would be better prepare the candidates for the types of employment likely to be entered after completion of their HNC/HND in Hospitality or Professional Cookery and that the project format would be appropriate to assess the candidates' understanding of the award's principal aims.

For the single credit *HNC Hospitality* Graded Unit, a case study was chosen as the format for this project based Graded Unit assessment. It was felt that the skills developed via the case study, ie gathering and interpreting information, analysing, decision making and planning for action, would effectively test the material covered in the HNC principal aims.

For the single credit *HNC Professional Cookery* Graded Unit, a practical assignment was chosen as the format for this project based Graded Unit assessment. It was felt that the skills developed via the practical assignment, ie gathering and interpreting information, analysing, decision making and planning for action and producing a menu, would effectively test the material covered in the HNC Professional Cookery principal aims. On successful completion of the HNC Graded Units candidates will be automatically certificated with the Core Skill of *Problem Solving* at SCQF level 5.

For both HND Hospitality and Professional Cookery double credit Graded Units, case studies were chosen as the format for these project based Graded Unit assessments. It was felt that the skills developed via the case studies, ie gathering and interpreting information, analysing, decision making and planning for action, would effectively test the material covered in the HND principal aims. On successful completion of the HND Graded Units candidates will be automatically certificated with the Core Skill of *Problem Solving* at SCQF level 6.

Progression route

Where appropriate, candidates who have achieved the HNC Professional Cookery Graded Unit could progress to the HND Hospitality Management award. The HNC Professional Cookery Graded Unit is sufficiently consistent with the HND Hospitality Management Group Award aims that it can be counted as credit towards this HND. However, centres should give careful consideration to planning the delivery schedule for candidates to be able to achieve the additional credits needed to complete the full HND, this is particularly important for the hierarchical Units within the framework for example, *Accommodation Servicing* SCQF level 7 and *Accommodation Management* SCQF level 8. Although available is not a recommended route due to the additional credits that the candidate would need to achieve, but it may be appropriate in some exceptional cases.

Within the HND Professional Cookery framework candidates are required to achieve a number of mandatory Units in specialist areas of production cookery or patisserie, and as these Units are not on the HNC Hospitality framework progression from HNC Hospitality to HND Professional Cookery is not considered to be a suitable route. Therefore, no provision has been made for this.

Guidance on implementing Graded Units can be found in the publication *Guidance for the Implementation of Graded Units in Higher National Certificates and Diplomas*.Published April 2008, publication code CA4405. The document may also be downloaded from the SQA website.

5.11   Core Skills

The recommended entry and exit profiles are detailed below:

HNC Hospitality

Core Skill	Entry SCQF level	Exit SCQF level
Communication	4	5
Working With Others	4	5
Problem Solving	4	5
ICT	4	4
Numeracy	4	5

HND Hospitality Management

Core Skill	Entry SCQF level	Exit SCQF level
Communication	4	5
Working With Others	4	5
Problem Solving	4	5
ICT	4	4
Numeracy	4	5

HNC Professional Cookery

Core Skill	Entry SCQF level	Exit SCQF level
Communication	4	5
Working With Others	4	5
Problem Solving	4	5
ICT	4	4
Numeracy	4	5

HND Professional Cookery

Core Skill	Entry SCQF level	Exit SCQF level
Communication	4	5
Working With Others	4	5
Problem Solving	4	5
ICT	4	4
Numeracy	4	5

These profiles have been derived from feedback from centre and industry questionnaires and with reference to relevant Modern Apprenticeship frameworks.

The following details all Units which carry Core Skills certification and Units that provide the opportunity for the development of Core Skills.

Core Skills Development and Signposting

The following Units are automatically certificated for Core Skills:

Unit title	Unit code	Core Skills Certificated
Information Technology: Applications Software 1	D75X 34	Using Information Technology at SCQF level 6
Using Software Applications Packages	D85F 34	Using Information Technology at SCQF level 6
Developing the Individual Within a Team	F870 34	Working with Others at SCQF level 6
HNC Professional Cookery: Graded Unit 1	DK0D 34	Problem Solving at level SCQF 5
HNC Hospitality: Graded Unit 1	DK0C 34	Problem Solving at level SCQF 5
HND Professional Cookery: Graded Unit 2	DL4G 35	Problem Solving at level SCQF 6
HND Hospitality: Graded Unit 2	DL4K 35	Problem Solving at level SCQF 6

The table below details where there are opportunities for developing Core Skills within Hospitality and Professional Cookery Units and some optional Units in the frameworks.

Unit No	Unit name	Written Comms Reading	Written Comms Writing	Oral Comms	Using Graphical Info	Using Number	ICT — Assessing Info	ICT — Providing/ Creating Info	Problem Solving — CT	Problem Solving — P&O	Problem Solving — R&E	WWO
H198 34	Hospitality Supervision	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H1L7 34	Hospitality Industry	✓	✓				✓	✓				✓
DL3T 34	Hospitality: Financial and Control System				✓	✓	✓		✓			
DL3G 34	Food and Beverage Service			✓								✓
DL3H 34	Food Classification and Purchase	✓	✓		✓		✓					
DL47 34	Production Cookery: Hot Kitchen			✓		✓				✓		✓
DL46 34	Production Cookery: Cold Kitchen			✓		✓				✓		✓
DL48 34	Production Cookery: Sweets and Desserts			✓		✓				✓		✓
DL3K 34	Food Production Processes			✓		✓				✓		✓
DL3D 34	Accommodation Servicing	✓	✓				✓			✓	✓	
DL3N 34	Hospitality Front Office Procedures 1	✓	✓		✓	✓	✓			✓		
DL3P 34	Hospitality Front Office Procedures 2	✓	✓		✓	✓	✓			✓		
DL3R 34	Hospitality Financial Accounting				✓	✓	✓			✓		
DL3W 35	Hospitality Management Accounting				✓	✓	✓			✓		
H197 35	Management of Food and Beverage Operations	✓	✓	✓			✓	✓	✓		✓	✓
H1l6 35	Accommodation Management	✓	✓				✓	✓		✓		
DL4L 34	Managing Hospitality Organisations 1		✓				✓			✓	✓	

Unit No	Unit name	Written Comms Reading	Written Comms Writing	Oral Comms	Using Graphical Info	Using Number	ICT — Assessing Info	ICT — Providing/ Creating Info	Problem Solving — CT	Problem Solving — P&O	Problem Solving — R&E	WWO
DL4M 34	Managing Hospitality Organisations 2		✓				✓		✓		✓	
H1VL 34	Management of Human Resources In Hospitality		✓					✓		✓		
F1HF 34	Management of Human Resources In Hospitality 2		✓				✓	✓	✓			
DL3A 35	Managing Financial Resources in Hospitality				✓	✓				✓		
DL40 35	Kitchen Planning and Design	✓	✓								✓	
DL3M 35	Gastronomy			✓		✓				✓		✓
DL45 34	Patisserie			✓						✓		✓
DL3Y 34	Integrated Production Cookery			✓						✓		✓
DL3F 34	Fermented Patisserie Products			✓						✓		✓
DL49 34	Specialised Patisserie			✓						✓		✓
DL42 35	Specialised Patisserie: Advanced			✓						✓		✓
DL44 34	Pastry			✓						✓		✓
DL3E 34	Alcoholic Beverages	✓	✓				✓					
DL41 34	Licensed Premises Operations	✓	✓				✓		✓			
F870 34	Developing the Individual within a Team			✓								E6

Unit No	Unit name	Written Comms Reading	Written Comms Writing	Oral Comms	Using Graphical Info	Using Number	ICT — Assessing Info	ICT — Providing/ Creating Info	Problem Solving — CT	Problem Solving — P&O	Problem Solving — R&E	WWO
H1F0 34	Creating a Culture of Customer Care	✓	✓	✓					✓		✓	
D75X 34	Information Technology: Applications Software 1				✓		E6					
D85F 34	Using Software Application Packages						E5					
F7J8 34	Economic Issues: An Introduction	S6	S6	S6					S5	S5	S5	
DK04 35	Applying Marketing Principles in Travel and Tourism				✓							

S = Signposted
E = Embedded
5/6 = SCQF level
✓ — opportunities to develop Core Skill

6 Approaches to delivery and assessment

6.1 The HNC and HND in Hospitality and Professional Cookery are designed for candidates who want to enter into positions in a wide range of hospitality and catering organisations at an operational, supervisory or managerial level. All the qualifications have a heavy focus on developing candidate's practical skills and their ability to apply their knowledge to relevant business environments. The qualifications also aim to prepare candidates for progression to a range of further programmes of study either in higher education or occupational qualifications in the workplace.

6.2 Delivery and assessment

The design principles for HN awards encourage a holistic approach to assessment and this has been adopted in all four qualifications. The Unit specifications detail exactly what the Evidence Requirements and assessment procedures are for each assessment event and assessment exemplars have been provided for exemplification. Assessment exemplars can be accessed via the secure section on SQA's website. SQA Co-ordinators in centres have details of how to access these.

6.3 Re-assessment

The way that centres reassess candidates is integral to the way that they manage assessment as a whole and as such, will be subject to internal verification. In order to ensure that the assessment process is as holistic as possible and that assessors are able to effectively judge candidates' performance in the Outcome or Unit as a whole, it may not always be possible to reassess only those parts of the performance in which candidates have not satisfactorily demonstrated competence. Scenarios where candidates may require to re-do the whole assessment include:

♦ assessment which test knowledge and other cognitive skills and where it may not be possible to extract some of the items for re-assessment.
♦ where parts of several Outcomes are involved.
♦ where a project has been designed as an integrated assessment and where there is a requirement to complete the project as a single complex task.

Candidates may require to do only part of an assessment where their evidence has been generated over a period of time and/or a discrete part of the Unit, such as an Outcome, has been assessed originally.

6.3.1 Eligibility for re-assessment

Candidates who have not satisfactorily demonstrated their attainment of Knowledge and/or Skills and/or competence in the whole or only part of an assessment may be considered for re-assessment.

6.3.2   Developing alternative assessments

The design of the original assessments inform the re-assessment process to a large extent, as these determine the type of assessment instruments used and the purpose of the assessment. Normally, centres build up banks of assessments which can be used in whole or part for re-assessment purposes.

Assessment writers should refer to the Unit specification when developing an alternative assessment and ensure that it is of equal demand to the original assessment and that it covers all necessary criteria, for example Core Skill achievement. Where candidates have not provided satisfactory evidence for Knowledge and/or Skills items which have been sampled, they would normally be re-assessed on a different sample.

6.3.3   Re-assessment of Graded Units

Re-assessment of a project-based Graded Unit should be based on an alternative assessment task. Centres are encouraged to set the parameters at the start of the project class giving details of the submission dates for first draft and final material. The overall grade is derived from the total number of marks across all the sections. Additional guidance is available from the Conditions of Assessment section of the Graded Unit specification and the Assessment Exemplar.

6.4   Assessment integration opportunities

The Support Notes section of most Unit specification provides information on integrating assessment and/or the sequence of delivery within the HNC or HND. The table below indicates a few examples of how assessment could be integrated across Units.

Unit title	Integration opportunity
Alcoholic Beverages (DL3E 34) Outcome 3	Food and Beverage Service (DL3G 34)
Hospitality Supervision (H198 34) Outcomes 2 and 3	Practical Units, eg Food and Beverage Service, (DL3G 34) Production Cookery: Hot/Cold Kitchen, (DL47 34/DL46 34) Production Cookery Sweets and Desserts, (DL48 34)
Food Classification and Purchase (DL3H 34) Outcomes 2 and 3	Production Cookery: all Units, and Hospitality Financial and Control Systems (DL3T 34)
Licensed Premises Operations (DL41 34) Outcomes 3 and 4	Food and Beverage Service – Outcome 3 (DL3G 34) Hospitality Financial and Control Systems — Outcome 4 (DL3T 34)

6.5 Open learning

The HNC/HND awards in Hospitality and Professional Cookery include a sufficient number of Units that could be suitable for open learning although some attendance at a centre is recommended, unless the candidate is able to provide video evidence of oral and group activity or has access to interactive media. However, there are some Unit that due to their practical nature could be difficult to undertake on an open learning basis.

Flexible part time study with the use of open learning for some Units would be a practical option, especially where a candidate is in employment.

6.6 Credit transfer arrangements

The revised frameworks have some revised mandatory Units and in the case of HND Hospitality Management and HND Professional Cookery an amended mandatory section, therefore centres are advised, for **existing** candidates, to complete their programme under the current Group Award codes namely:

- ♦ HNC in Hospitality (G7N6 15)
- ♦ HNC in Professional Cookery (G7N4 15)
- ♦ HND in Hospitality Management (G7N7 16)
- ♦ HND in Professional Cookery (G7N5 16)

From August 2012 **new** candidates should be entered on the new codes:

- ♦ GF4P 15 HNC Hospitality
- ♦ GF4R 16 HND Hospitality Management
- ♦ GF4T 16 HND Professional Cookery

NB: The code for HNC Professional Cookery remain unchanged — G7N4 15

Credit transfer is a decision for centres and can be given where there is broad equivalence between the subject-related content of the Units, ie the Knowledge and/or Skills have not changed, or are covered in the Unit for which credit is being awarded. Centres should give some consideration to currency of achievement when awarding credit transfer. The credit transfer table on the following pages is provided for guidance.

Credit transfer — HN Hospitality and Professional Cookery Units

Title New Unit		Title Old Unit		Credit transfer conditions
H1L7 34	Hospitality Industry	DL3V 34	Hospitality Industry	Additional Assessment Required for Outcome 1
H198 35	Hospitality Supervision	DL3X 34	Hospitality Supervision	Full transfer
DL3T 34	Hospitality Financial and Control Systems	A781 04	Control Systems for the Hospitality Industry	Full transfer
F4TL 34	Food Hygiene Intermediate	DC0V 34	Food Hygiene Intermediate	Full transfer
DL3G 34	Food and Beverage Service	A78K 04	Food and Beverage Service	Full transfer
DL3K 34	Food Production Processes	A77S 04	Food Production Process	Full transfer
DL3D 34	Accommodation Servicing	A77K 04	Organisation of Accommodation Servicing	Full transfer
DL3N 34	Hospitality Front Office Procedures 1	A780 04	Front Office Procedures for the Hospitality Industry	Full transfer
DL3P 34	Hospitality Front Office Procedures 2	A787 04	Hospitality Reception Operations	Full transfer
DL41 34	Licensed Premises Operation	A78D 04	Bar and Cellar Operations	Full transfer
DL3E 34	Alcoholic Beverages	A783 04	Wines and Spirits	Full transfer
DL3J34	Food Preparation for the Licensed Trade	A77R 04	Food Preparation for the Licensed Trade	Full transfer
DL3H 34	Food Classification and Purchase	A77Y 04	Food Classification and Purchase	Full transfer
DL47 34	Production Cookery: Hot Kitchen	A77J 04	Production Cookery: Hot Kitchen	Full transfer
DL46 34	Production Cookery: Cold Kitchen	A77N 04	Production Cookery: Cold Kitchen	Full transfer

Title New Unit	Title Old Unit	Credit transfer conditions
DL48 34 Production Cookery: Sweets and Desserts	A77X 04 Production Cookery: Sweets and Desserts	Full transfer
DL45 34 Patisserie	New	N/A
DL49 34 Specialised Patisserie	A77E 04 Chocolate and Chocolate Products A77F 04 Pastillage and Marzipan A77G 04 Pulled and Blown Sugar Work	All three Units required for full transfer. Credit given for Units held in the relevant area.
DL42 35 Specialised Patisserie: Advanced	Chocolate and Chocolate Products Pastillage and Marzipan Pulled and Blown Sugar Work	All three Units required for full transfer. Credit given for Units held in the relevant area.
DL3F 34 Fermented Patisserie Products	A178 04 Fermented Products	Full transfer
DL44 34 Pastry	A77W 04 Pastry Products	Full transfer
DL3Y 34 Integrated Production Cookery	New	N/A
H1VL 34 Management of Human Resources In Hospitality 1	F1F7 34 Management of Human Resources In Hospitality 1	Full transfer
F1HF 34 Management of Human Resources In Hospitality 2	A78J 04 Human Resource Management in the Hospitality 2	Full transfer
H197 35 Management of Food and Beverage Operations	DL43 35 Management of Food and Beverage Operations	Full transfer
DL4L 34 Managing Hospitality Organisations 1	A78H 04 Organisational Behaviour in the Hospitality Industry	Full transfer
DL4M 34 Managing Hospitality Organisations 2	A785 05 Management Concepts for the Hospitality Industry	Full transfer
DL3R 34 Hospitality Financial Accounting	A782 04 Financial Accounting for the Hospitality Industry	Full transfer
DL3W 35 Hospitality Management Accounting	A39G 04 Management Accounting for the Hospitality Industry	Additional assessment required for Outcome 1
DL3A 35 Managing Financial Resources in Hospitality	A78G 04 Management Accounting for the Hospitality Industry	Full transfer

Title New Unit	Title Old Unit	Credit transfer conditions
H1L6 35 Accommodation Management	DL3C 35 Accommodation Management	Additional assessment required for Outcome 1
DL40 35 Kitchen Planning and Design	A77L 04 Kitchen Planning and Design	Full transfer
DL3M 35 Gastronomy	A77T 04 Planning, Developing and Marketing the Menu	No transfer
DL3L 34 Food Service for Food Production Personnel	A78A 04 Food Service for Food Production Personnel	Full transfer

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

Internal and external verification

All instruments of assessment used within these Group Award should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* **(www.sqa.org.uk)**.

7.1 Prior verification of Unit assessments

SQA will produce Assessment Exemplars for high uptake Units including Graded Units and these can normally be used as instruments of assessment provided that centres ensure the integrity of the assessment in the first and subsequent years of use and between centres. These can be downloaded from our secure website and we anticipate that centres will make full use of them. However, if centres wish to amend these exemplars or create their own assessment instruments they may wish to have these instruments prior verified before use. While it is not mandatory that prior verification takes place, we strongly recommend that centres take advantage of this service with any new instruments of assessment that are devised, particularly Graded Units.

8 General information for candidates

HNC/HND Hospitality and Professional Cookery

The awards are designed to enable you obtain the key competences required for entry into operational, supervisory and management positions in a wide range of hospitality establishments. At the same time you will be able to develop specialist skills in particular vocational areas, such as patisserie, front office, licensed house operations, accommodation management or professional cookery

The hospitality industry is an important and growing industry in Scotland and the UK and career opportunities are wide and varied. The HNC/HNDs have a heavy emphasis on customer service and a focus on the development of personal and interpersonal skills. The assessments in the awards are varied with much project work, investigative activity and practical activity involved.

The HNC Hospitality course will allow you to:

- gain leadership skills and a customer focused attitude through an understanding of the role of a team leader/supervisor.
- gain an understanding of the structure and organisation of the industry and the influence it has on the economy.
- develop knowledge and skills in main operational areas, such as, food and beverage service styles and techniques, food hygiene and control systems.
- progress to further studies or prepare for employment in the hospitality industry.

and if you do the HND Hospitality Management you will:

- develop a wider range and depth of knowledge and skills in areas such as accommodation management, accounting, human resource management and management of hospitality organisations.
- gain the opportunity to plan and manage a food and beverage operation.
- progress to further studies within higher education or prepare for employment in supervisory/management level posts.

The HNC Professional Cookery course will allow you to:

- gain the skills and knowledge required to source quality commodities and resources.
- develop knowledge and skills in specialist culinary areas, food hygiene and control systems.
- progress to further studies or prepare for employment in the hospitality industry.

and if you do the HND Professional Cookery you will:

- further develop specialist culinary skills.
- develop a wider range and depth of knowledge and skills in areas such as accounting, human resource management, menu compilation and design and kitchen planning and design.
- gain the opportunity to plan and manage a food and beverage operation.
- progress to further studies within higher education or prepare for employment in supervisory/management level posts.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**

SCQF credit points: One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Qualification Support Team: The QST works in conjunction with a Qualification Manager to monitor, evaluate and address issues arising from the delivery, assessment and verification of the qualifications. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.